

EVALUATION FOR CLASSIFIED PERSONNEL

Employee Name	
Position	
School/Department/Worksite	
Evaluator	
School Year	

RATING DEFINITIONS

The goal for each employee is to earn the rating of “Meets” for each standard. From time to time, employees may be rated “Exceeds” if performance is exemplary. Below are the definitions of the four ratings:

Exceeds: Meets and exceeds the normal expectations for work-related goals, responsibilities, or duties. Work performance is noticeably better than expected.

Meets: Meets the job requirements needed to capably handle work-related goals, responsibilities, or duties. Work performance is consistently at a competent level.

Needs Growth: Performance is not fully satisfactory. Performs many duties capably, meets some goals and objectives but requires improvement to fully meet expectations and standards; may require more supervision than expected for assignments. Work performance is approaching a competent level, but needs improvement.

Does Not Meet: Fails to meet job requirements. Unacceptable performance which may indicate a lack of willingness and/or ability.

Standard 1: Student Support	Exceeds	Meets	Needs Growth	Does Not Meet
Maintain positive relationships and provides a safe environment for students.				
Builds positive relationships and interacts positively with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps students safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Models and promotes appropriate social skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nurtures students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fosters a positive environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor comments:				

Standard 2: Job Knowledge	Exceeds	Meets	Needs Growth	Does Not Meet
Evaluate skills/knowledge of the information, procedures, materials, equipment, techniques, etc. required for the position.				
Has necessary skills to complete tasks required in current job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and performs all duties specified in the job description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and completes all records, reports, and documents required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has working knowledge of equipment/material that is necessary for completion of assigned task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attends appropriate in-service programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor comments:				

Standard 3: Productivity and Quality of Work Rate the completion, accuracy, timeliness, and volume of work.	Exceeds	Meets	Needs Growth	Does Not Meet
Completes the required tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes tasks accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes tasks in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses proper safety measures when working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes initiative in seeking and completing tasks without supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to learn quickly and adjust to changes in job assignments, methods, personnel, or surrounding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor comments:				

Standard 4: Responsibility, Dependability, and Attendance Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.	Exceeds	Meets	Needs Growth	Does Not Meet
Uses discretion with confidential or privileged information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses good judgement in performing responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizes work responsibilities and sets priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a good attendance record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports to work punctually; returns from breaks punctually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides notice as far in advance as possible when unable to report for work, providing legitimate reason(s) for absence(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains a clean personal appearance, dressing in a manner that is appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor comments:				

Standard 5: Interpersonal Relations Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.	Exceeds	Meets	Needs Growth	Does Not Meet
Interacts with students and parents in a positive, constructive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts with colleagues and supervisors in a positive, constructive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperates in accomplishing school and District goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles problems in a constructive and fair manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works through appropriate channels when addressing problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers differing opinions in a constructive and helpful manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates effective written and verbal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well as a team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows a willingness to accept and act on suggestions for improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor comments:				

Overall, does the employee meet the designated performance standards? Yes No

Improvement in growth areas noted on this evaluation can be achieved by the following:

Evaluator Summary Comments:

**This review has been discussed with the employee who has been provided a copy.
Signatures acknowledge completion of the evaluation and not necessarily agreement.**

Employee Signature

Date

Supervisor Signature

Date

Employee's Comments:
